

PNET 8/24/17

ordered 5/25/17  
Allocated E/3/17Created by ~~Mardiko~~ Ellison on 05/25 at 08:05 AM

## Purchase Information

United States Environmental Protection Agency  
Washington, DC 20460OFFICE OF THE ADMINISTRATOR  
PURCHASE CARD REQUISITION

*REQUISITION DATE:	05/25/2017	*REQ DELIVERY DATE:	07/10/2017
*REQUESTED BY:	Donna Jenkins/DC/USEPA/US	*OFFICE:	OA
*BANKCARD HOLDER:	Mardiko Ellison/DC/USEPA/US@MS O365	*PHONE:	564-0401

## Vendor Information

SUGGESTED VENDOR:	Standupdesk.com		
CONTACT PERSON	Jim	Phone:	330-807-1956
ADDRESS			
WEB SITE	standupdesk.com		

## List of Supplies

*ITEM DESCRIPTION (Include Justification if necessary)	*QTY	*UNIT PRICE	*Total
*Check "Yes" if this is a computer hardware or software purchase (including toner) Yes			
Captain's Stand up Desk for Scott Puritt, Administrator	1	\$2,964.50	\$2,964.50
			\$0.00
Discount Code 1010	1	\$-296.45	\$-296.45
8 weeks for delivery			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>SHIPPING &amp; HANDLING (IF APPLICABLE)</b>			\$295.00
<b>*GRAND TOTAL</b>			<b>\$2963.05</b>
Quote, other related documentation or information (attach file)			

EPA Form 11950-1 (Rev. 8-97)

JUSTIFICATION (Required for IT and all Non Corporate Express Vendors)

--

## Funding/Order Information

**Order Total \$2963.05**

Notify Refreshments Approver

Add Funding Information

D.C.N	FY	Fund	Org.	Program	Site/Project	Obj Class	Amount
A71055	1718	B	11A	ZZZME8		3143	\$2,963.05

**Ordered Date:** 05/25/2017

**3rd-party Verifier:** Donna Jenkins/DC/USEPA/US

**Comments:**

Notify Funds Approver

Approve Request

ESD Reconciliation Information

Transaction #      Receipt Date      Type      Cost Allocation Amount

Closed Commitment Flag

**TOTAL AMOUNT**

## Approvals

### Approvers

#### Routing Instructions & Information

<b><u>Office/Manager</u></b> Approve Request	Reginald Allen (Approved) 05/30/2017	Add Comment Comment
<b><u>SIRMO</u></b>	()	Comment
<b>*Purchase Card Approver:</b>	Michael Benton (Approved) 05/31/2017	Comment

#### Refreshment Approval

<b>*FundingOfficial:</b> Approve Request	Nicole Smoot (Approved) 05/31/2017	Add Comment Comment
---	---------------------------------------	------------------------

#### Reviewers check (optional)

Reviewers - Click the "I reviewed it!" button below to add your name to the reviewed by list.

Reviewed By:

I Reviewed it!

## Order Receipt Information

Complete    Partial

# Invoice

J&V Consulting, Inc. dba  
Amish Country Furniture Sales  
StandUpDesks.Com



## OFFICES:

148 N. Portago Path  
Akron, OH 44303

T 330-897-1356  
F 330-553-1922  
Toll Free 800-960-1356

TIN: (b)(4)  
DUNS: 784284937

[www.standupdesks.com](http://www.standupdesks.com)

Invoice Date: 05/25/2017  
Order Date: 05/25/2017  
Ref No: 2599

## Billing Address:

Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington DC, District of Columbia  
20460

## Shipping Address:

Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington DC,  
District of Columbia 20460

ITEM DESCRIPTION: CAPTAIN'S DESK 43" HIGH

## TERMS:

Item No.	Item Description		Qty.	Price Each	Amount
0001	Captain's Desk 43" High 36" wide 30" Deep		1	\$2,964.50	\$2,964.50
0002	<b>Standard Options:</b> Brass lock in casters Drawer Pulis: Writing Surface: Wood Species: Stain Choice:	<b>Selection:</b>  Wood All Wood Brown Maple Chocolate Spice (samples sent)	No Cost	\$0.00	\$0.00
Sub-Total 1					\$2,964.50
0007	Government Discount (coupon 1010)		1	-\$296.45	-\$296.45
Shipping Total					\$295.00
Tax				Exempt	\$0.00
Total Amount Due					\$2,963.05

Thank you very much for your order.

## Damage Claims:

- \* If a desk is damaged during delivery, a claim **MUST** be reported **within 10 days** for the claim to be acknowledged by the insurance provider.
- \* If a claim is not submitted in this time frame, any damage will be the responsibility of the receiving party to repair.
- \* This claim must be submitted to Amish Country Furniture Sales or PackShip USA directly, **NOT** the 3rd party personnel delivering the desk.
- \* See provided attachment for complete details.

## Ellison, Mardiko

---

**From:** Cayan <no-reply@cayan.com>  
**Sent:** Monday, July 31, 2017 11:52 AM  
**To:** Ellison, Mardiko  
**Subject:** Amish Country Furniture Sales Receipt

# Amish Country Furniture Sales

## Sale Receipt

Thank you for your business. Your receipt details are below.

**Merchant Address:** 148 N Portage Path

Akron, OH 44303

800-860-1356

**Merchant Id:** 535353130303340

**Date:** 7/31/2017 10:51 AM CST

**Name:** Mardiko Ellison

**Card Number:** \*\*\*\*\*3665 (Visa)

**Entry Mode:** Manual

**Customer Id:** GO-2599

**Invoice:** 2599

**Authorization Code:** 068649

**RRN/Trace #:** 001

**Reference Number:** 786497905

**Batch Number:** 0

**AVS Response:** (Y)Street address and 5-digit postal code match.

**CVV Response:** (M)The CVV code matches.

**Total Amount:** \$2,963.50

ordered 5/24/17

# Standupdesks.com

JIM 330-807-1956


P.O. - A. 100

C.S. 100

9 weeks

[Home](#) - [Checkout](#)

## Checkout

Image	Product Name	Model	Quantity	Unit Price	Total
	<u>Captain's Desk</u> - Desk Height: 43" - Desk Width: 36 inch - Wood Species: Brown Maple - Stain Choice: FC-9090-Chocolate Sp.. - Choice of Writing Surface: All Wood	captaindesk	1	\$2,964.50	\$2,964.50

**Sub-Total:** \$2,964.50**Eastern U.S Shipping:** \$295.00**Inside Delivery:** \$250.00**Total:** \$3,509.50

Enter your coupon here:

\$3,049.50

Enter your gift voucher code here:

### Customer

[Login](#)Register account ☒ Yes ☐ No

\* Email

\* Password

\* Confirm password

\* Firstname

\* Lastname

\* Telephone

Company Name

Company Address

Where did you hear about us? ☒ Google ☐

### Billing Details


\* Firstname

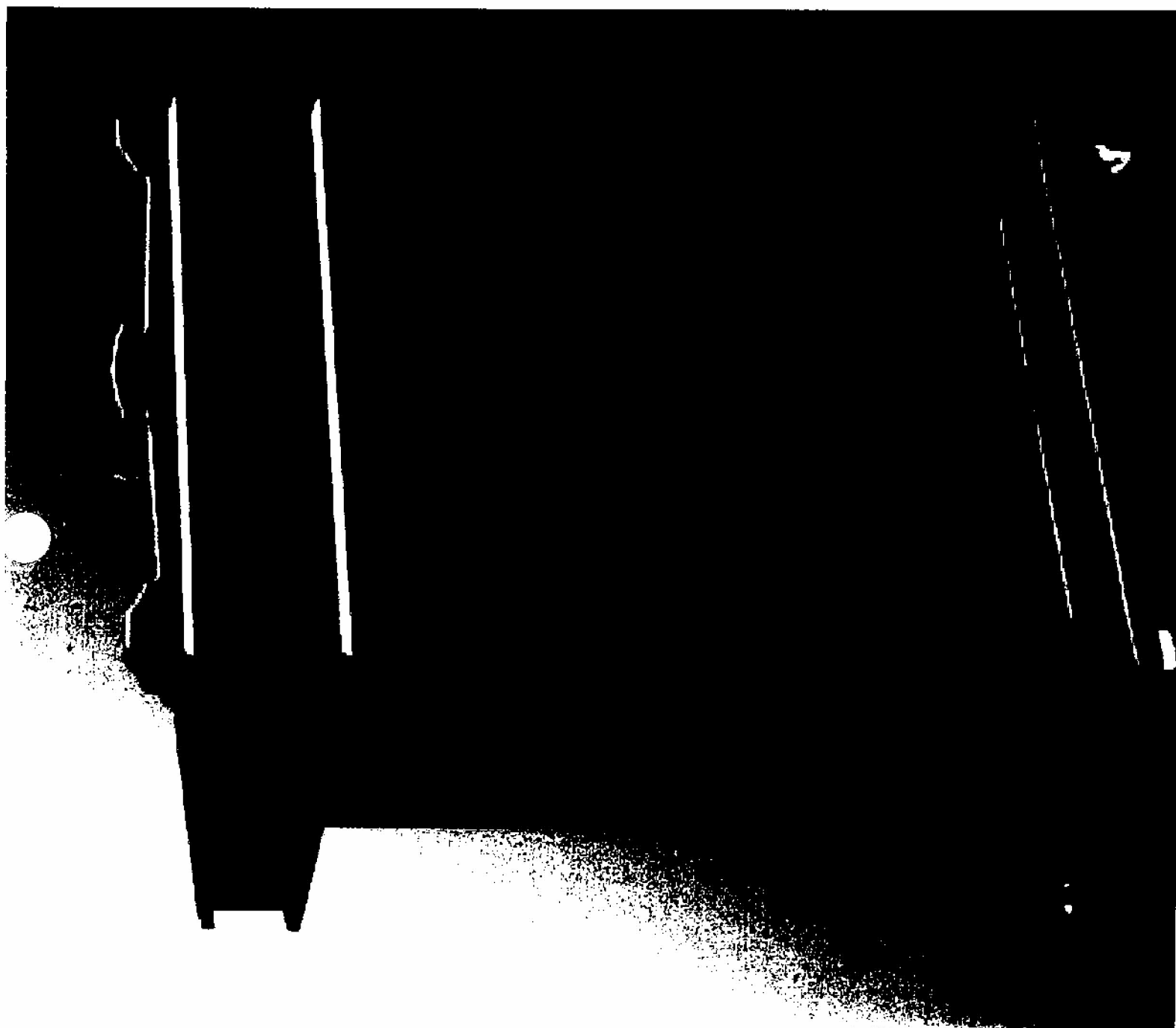
\* Lastname

\* Address 1

\* City

\* Postcode

  
 5/24/17



## Ellison, Mardiko

---

**From:** Ellison, Mardiko  
**Sent:** Thursday, June 29, 2017 3:59 PM  
**To:** Allen, Reginald; Wilson, SeVera; Jefferson, Gayle  
**Subject:** FW: Status Of Captains Desk

FYI.

-----Original Message-----

From: Odessaa Yovanovich [mailto:odessa@standupdesks.com]  
Sent: Wednesday, June 28, 2017 9:09 AM  
To: Ellison, Mardiko <Ellison.Mardiko@epa.gov>  
Subject: Status Of Captains Desk

Dear Ms. Ellison,

Please allow me to apologize if you were not informed at the time that your order was placed that the standard turnaround time for building is approximately 8 weeks. I see your order was placed on 5/25/17 and faxed over on 5/26/17. Tomorrow would make exactly 5 weeks in production. If we go by the 8 week time frame then your desk should be in finishing during the week of July 20th. Then we would make the proper shipping arrangements. Please let me know if this clarifies your concerns.

Thank you,  
Odessa Yovanovich